



Blackboard Introduction Course Handout

Today's Agenda

- I. A guided tour to the Bb features and tools from the students' perspective

- II. Developing a Course in Bb
 - A. The Control Panel and Course Tools
 - B. Adding Material to the Content Areas
 - C. Creating Assessments
 - D. Site Management
 - E. User Management

- III. Using Blackboard at ETSU
 - A. Requesting a Course Site
 - B. Resources for Training & Support

Hands-on Guided Tour of Blackboard

1. In Internet Explorer, go to the Bb Development Server site at <http://dedev.etsu.edu:9191>
2. Login (workshop presenter will provide)
3. Explore features of Bb with Instructor
 - a. Navigation
 - b. Content areas
 - c. Communication
 - d. Student Tools
 - e. Taking a quiz

Developing a Course

1. In a new instance of Internet Explorer, go to the Bb Development Server site at <http://dedev.etsu.edu:9191>
2. Login where username = **atsuser** and password = **atsuser**
3. Select a course site as assigned by presenter
4. Click Control Panel at bottom of Navigation Bar

Requesting a Blackboard site at ETSU

1. First, gather needed information, including: your name, department, e-mail address, the course title, the course code, and the course ID (call number).
2. Go to <http://online.etsu.edu> and click on “Request Blackboard Site” under “Blackboard Site & Training”.
3. Fill out the form (see example included in this handout) and submit.

Resources for Training and Support

1. Follow-up workshops **Organizing Course Materials**, **Communications Tools**, and **Assessments** available. See online schedule at <http://ats.etsu.edu/registration.htm>
2. Blackboard’s website at <http://blackboard.com>
3. ATS website at <http://ats.etsu.edu/bbpage.htm>